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May 1, 2003

To: Charter School Administrators

From: Janet Sterling, Director  
School Fiscal Services Division

Subject: Charter School Funding Selection for the 2003-04 Fiscal Year

Enclosed is a survey requesting information about your choices related to charter school funding for the 2003-04 fiscal year. The information you provide on this survey will help us update our general information and determine the amount of the Advance Apportionment for new charter schools (including new conversion charter schools). This information is being provided to school districts and county offices of education for informational purposes. If there are no charter schools in your jurisdiction, you need not respond. Each charter school for which the California Department of Education (CDE) has information will receive a copy of this survey with the general information about its school already pre-printed on its survey form.

**This survey must be completed by each new and continuing charter school and returned to the CDE no later than May 31, 2003.** Please note that for new charter schools and continuing charter schools that are changing their funding selection, the survey forms must be signed by a representative from the charter school, the superintendent of the local educational agency (LEA) that authorized the charter and the superintendent of the county office of education (COE) in which the authorizing LEA is located. **COEs and school districts will need to respond to charter schools' requests for signature in a timely manner.** The CDE encourages all other charter schools to forward a copy of the completed survey to their authorizing entity.

Except as noted below, pursuant to *Education Code* Section 47630.5, all charter schools are required to be funded under the charter school block grant. Only schools in all charter districts and county office of education charters serving specific pupil populations are not required to be funded pursuant to the charter school block grant.

**The completed survey including all three signatures is critical to ensure appropriate funding for new charter schools or charter schools that are changing their funding selection. For new charter schools, *Education Code* Section 47652 requires the authorizing district as well as the county office of education to approve the estimated average daily attendance in order for new schools to receive any advance funding. If the CDE does not receive a completed survey with appropriate signatures by May 31, 2003, we will be unable to fund the charter school in the Special Advance Apportionment.**

**In order to be eligible for a Special Advance Apportionment, new charter schools must receive a charter number from the State Board of Education no later than the July 2003 board meeting. Therefore, locally approved charters must be received for numbering by the CDE no later than May 30, 2003. For information about applying for a charter number please review “Charter School Numbering” on the CDE’s charter school Web site at <<http://www.cde.ca.gov/charter>>.**

Included in this packet are survey forms, instructions, and supporting materials to assist you in your funding decision. **Please review all materials in the packet before completing any of the forms.** Because the funding arrangements between each charter school and its authorizing LEA are often determined locally, we encourage you to discuss this information with the authorizing LEA and COE. You may also want to review *Education Code* sections 47630 through 47664 and the “Update of Charter School Law and Funding Model (February 11, 2000)” on the CDE Web site at <[http://www.cde.ca.gov/charter/funding/advfmltr\\_2-00.htm](http://www.cde.ca.gov/charter/funding/advfmltr_2-00.htm)>.

The following materials are included in this mailing to charter schools:

- [Charter Schools Information Sheet and Funding Survey for 2003-04](#)
- [Instructions for Charter Schools Information Sheet and Funding Survey for 2003-04](#)
- [Additional Information for New and Continuing Charter Schools That Choose to Establish Direct Funding for 2003-04 \(Yellow Form\)](#)
- [Instructions for Additional Information for New and Continuing Charter Schools That Choose to Establish Direct Funding for 2003-04 \(Yellow Form\)](#)

School districts and county offices of education can access the attachments on the CDE Web site under “Charter School Funding Survey for 2003-04” at:  
<<http://www.cde.ca.gov/charter/whatsnew/>>.

**Each charter school must complete and return the white form.** All charter schools that choose to establish direct funding for the 2003-04 fiscal year must also complete the yellow form. Please refer to the form and the instructions to determine which sections are applicable to your school.

Please return the completed and signed survey(s) to:

California Department of Education  
School Fiscal Services Division  
Charter Schools Office  
1430 N Street, Suite 3800  
Sacramento, CA 95814

FAX: (916) 322-1465  
(If faxing the survey, the original with signatures  
must be mailed to the CDE).

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Continuing charter schools that return complete and signed surveys can expect to see monthly payments beginning with the regular Advance Apportionment in July 2003. New charter schools will be eligible to receive a Special Advance Apportionment around early September.

If you have any questions regarding charter school funding, please contact your charter-authorizing LEA. If they can not help you, you may also contact Cindy Chan at (916) 324-4541 or by e-mail at [cchan@cde.ca.gov](mailto:cchan@cde.ca.gov). If you have any questions regarding general information about charter schools, refer to CDE's charter school Web site at [<http://www.cde.ca.gov/charter>](http://www.cde.ca.gov/charter) or call the CDE Charter School Office at (916) 322-6029 and ask to speak to the charter school consultant for your county.

Enclosures

cc: County and District Superintendents  
County and District Chief Business Officials